NOTIFICATION OF AN “A” GRADE VACANCY
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

LOCATION: Headquarters Joint Force Command Naples (HQ JFCNP), Italy
DIVISION: Knowledge Management and Engagement – NSD-South Hub
TITLE: CIVMIL Engagement Manager
GRADE: A-2
SECURITY CLEARANCE: NATO SECRET

1. POST CONTEXT

The Joint Force Command Naples is a Joint Headquarters, operating at the Operational Level, capable of executing effective command and control over assigned forces in order to achieve Operational effects in an assigned Joint Operating Area.

The NSD-S Hub Director’s Office, is responsible for coordinating, monitoring, assessing, and planning the Hub functions and the activities performed by individual functional Hub Sections.

The Knowledge Management & Engagement Branch is responsible for identifying, directing, validating, prioritising, coordinating, and fusing NSD-S-related information and Knowledge requirements.

The Knowledge Management Centre is responsible for establishing, developing, and managing cross-functional and inter-agency information sharing tools to ensure access and dissemination of Hub-deliverables.

The Civilian-Military Engagement Coordination Section supports the development, planning and implementation of NATO cooperation and partnership programs in the NSD-S area. It contributes to NATO’s situational awareness and comprehensive understanding in the NSD-S area, through the establishment and maintenance of a permanent and robust liaison network.

The CIVMIL Engagement Manager’s main responsibility is to support the Section Head of Civil Military Engagement and Coordination Section in outreach, synchronisation and coordination of Section activities across the NSD-S area.

The Section, in coordination with Stakeholder analysts in Knowledge Management and Engagement Branch, monitors and provides advice on the synchronization of NATO engagement with non-military actors and Non-NATO Entities (NNEs), in order to leverage non-military information while delivering comprehensive Hub products.

The Section is, through the CIVMIL Engagement Manager, to provide a Hub-wide out-reach program (engagement plan) with non-military actors and NNEs in support of the delivery of comprehensive Hub products.

The incumbent reports directly to Section Head (CIVMIL Engagement).

There is no first-line reporting responsibility.
2. DUTIES

The CIVMIL Engagement Manager evaluates, analyses and plans the NSD-S Hub outreach / engagement activities with non-military actors, and NNEs.

The CIVMIL Engagement Manager acts as the principal manager of activity for the Section for the development, implementation, and coordination of all the NSD-S Hub’s outreach/engagement plan.

The CIVMIL Engagement Manager identifies and analyses new opportunities in the engagement space for potential engagement.

The CIVMIL Engagement Manager conducts and validates stakeholder analysis on the possible engagement.

The CIVMIL Engagement Manager develops, conducts and elaborates vetting process for the engagement efforts.

The CIVMIL Engagement Manager directs the NNE & Partners SAs in the execution of the Manager’s duties.

The CIVMIL Engagement Manager identifies and justifies actionable recommendations for the Non NATO entities and the optimization of NATO activity in the South.

The CIVMIL Engagement Manager conducts engagement with non-military actors, NNEs and Partners, individually, or in support of NATO HQ and SHAPE.

The CIVMIL Engagement Manager represents and supports the activities of the Section Heads, identifying and reporting risk and issues concerning the NSD-S Hub mission regarding non-military actors, NNEs and Partners, where cooperation and mutual support are affected.

In close coordination with the KMC, the CIVMIL Engagement Manager supports and contributes to the development of the overall NSD-S Hub engagement plan.

The incumbent has Functional Area decision authority.

The incumbent may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract and, depending on requirements, may be required to direct and supervise the work priorities of one or more HQ multifunctional teams.

Under routine circumstances, the job is performed in a typical office environment where the risk of injury is categorized as “no risk”. However, The CIVMIL Engagement Manager may be required to undertake deployments in support of military operations and exercises, and/or short-term travel assignments, both within and outside of NATO boundaries. Such operational deployment may be up to 30 days, and may be on short notice. Acceptance of an employment contract linked to this post constitutes agreement to deploy up to 30 days, if required.
3. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL REQUIREMENTS

University Degree in political or social sciences or humanities, particularly International relations, Security Studies and Public relations or related discipline, and 4 years of post-related experience

Or

Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation, with 5 years of post-related experience, and 2 years of function-related experience.

Ample professional background within regional and international organizations (governmental and non-governmental) related to Middle East area.

Broad operational and managerial professional background.

Experience with NATO CIVMIL Interaction (CMI) and cooperation (CIMIC).

Broad knowledge and understanding of NATO’s contribution to the comprehensive approach to operations and of the working principles and agendas of non-military actors and NNEs.

Broad knowledge of inter-cultural differences and have the ability to apply them.

Must have an English Standard Language Proficiency level of “professional” in Listening, Speaking, Reading and Writing (SLP 3333 based on NATO standards).

DESIRABLE ASSETS

Educational and practical background of the political domain derived from a university education and working experience.

Prolonged living experience in the Middle East area locations, ideally in different countries, while working on post-related fields.

Professional links with experts from the area from previous work experiences.

Previous participation in NATO training and exercises.

Experience in National and NATO staff work.

Working experience as CMI Staff Officer, desirably during national or NATO deployment

French Standard Language Proficiency level of “functional” in Listening Speaking, Reading, and Writing (SLP 2222 based on NATO standards).

Arabic Standard Language Proficiency level of “functional” in Listening Speaking, Reading, and Writing (SLP 2222 based on NATO standards).

DESIRABLE NATO Courses/training
National General Staff College or NATO Defense College graduate or civilian equivalent
NATO CIMIC LIAISON COURSE - NCLC
Cultural Awareness (GEN-GO-21934)
MCP-CM-31460] United Nations Civilian Staff Officer Course (UNCIVSOC)
NATO Civil-Military Interaction (CMI)/CIMIC Orientation Course

4. POSITION AND CANDIDATE PROFILE

Personal attributes
The incumbent must be tactful and pro-active, open-minded, and he/she must have a rational and balanced personality. The incumbent is required to have extensive knowledge and experience in the field of civilian international/regional organizations/institutions and their respective structures, and ways of operating. Regular face-to-face, telephone and electronic interaction at all levels calls for well-developed oral communication and listening skills. High level of organizational, coordination and communication skills are required.

Professional contacts
The incumbent routinely interrelates not only with work associates, but also with major international and regional organizations/institutions operating in the NSD-S Hub geographical area. He/She may routinely exchange views and information with above organizations. The incumbent may be delegated to formally represent the NSD-S Hub at meetings.

Contribution to the objectives
The work involves the sound analysis and research of a complete task with recommendations affecting the plans and management of the organisational element.

5. CONTRACT

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract.

The basic entry-level monthly salary for a NATO Grade A-2 in Italy is Euro 5,285.21 which may be augmented by allowances based on the selected staff member’s eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

6. HOW TO APPLY:

HQ JFC Naples uses NATO Talent Acquisition Platform.
In order to apply for this vacancy, please visit the platform at: https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en, and search for vacancies within HQ JFC Naples.

Note that once you created your profile, it may be used for other similar vacancies within NATO.

Employment pre-requisites:

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country
• They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

Additional information:
A NATO security clearance and approval of the candidate’s medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates’ national authorities. Please note that we can only accept applications from nationals of NATO member countries.